

User's Manual for the Prevention Administration Tracking System (PATs)

Version 4

(Internet Explorer Version 5.01 with Service Pack 2 or
higher is required to access PATs 4)

Utah State Division of
Substance Abuse and Mental Health
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Section 1: Overview of PATS 4

1.1 Introduction

The Prevention Administration Tracking System 4 (PATS 4) is a web-based application designed to allow prevention service providers to submit information to the Utah Division of Substance Abuse and Mental Health (DSAMH). It will:

- Store items related to the prevention section of an Area Plan
- Enable efficient tracking of prevention program attendance and demographics
- Provide customized reports

1.2 Alternative Reporting Procedure

As a result of problems experienced by some users of the PATS system, DSAMH has agreed to allow centers the choice to continue using the PATS system or submit your prevention data using the attached spreadsheet quarterly.

For centers that use the spreadsheet, please be sure to follow the procedure listed below.

1. The spreadsheet in Appendix A can be used to submit prevention data.
2. The list of **Service Descriptions** currently used in the PATS system **must** be used for reporting. Any changes to the list of services should be coordinated through Craig PoVey at DSAMH. A current list of Service Descriptions is included in Appendix B.
3. Spreadsheets are required for each service within an area plan and are to be submitted quarterly on the state fiscal year (July 1 – June 30). Please submit these spreadsheets to Brenda Ahlemann.

Note: The local centers will need to collapse the individual numbers into aggregate totals for each service they provide.

4. Centers must continue to maintain documentation on the individual sessions with complete attendance rolls. We will monitor this during our site reviews.

1.2 Organization

There are two modules in PATS 4:

- Area Plans
- Reporting Services

The Area Plan module of PATS 4 is used to create or edit an Area Plan.

The Reporting Services module is used to create a session, create a cycle, and track client attendance or demographics.

Section 2: Accessing PATS 4

Internet Explorer Version 5.01 with Service Pack 2 or higher is required to access PATS 4.

Create Login and Password:
<http://itas23spr.utah.gov/pats40.gov>

URL to access PATS 4:
<http://itas23spr.utah.gov/pats40.gov>

Report a Problem:

*<http://its.utah.gov/reportaproblem/reportaproblem.htm>
or call 538-3440 or toll-free 1-800-678-344 or contact Brenda Ahlemann at bahlemann@utah.gov.*

We will have a Frequently Asked Questions section in this manual that will be updated periodically.

2.1 Set Up

PATS 4 is entirely web-based; there is no software to install. The State Division of Substance Abuse and Mental Health (DSAMH) will manage all changes and updates to the software, and maintain all reference tables. Access is restricted to authorized personnel only.

2.2 Security

In order to use PATS 4 you must first create a login id and password. The instructions for creating the login and password are located on the PATS login page. Click on public citizens and non-state users.

If you leave PATS inactive for 30 minutes or more your session will expire and you will be taken back to the initial log in page. Any item not saved will have to need to be input again.

2.3 Getting Help With PATS 4

The manual covers the procedures needed to use PATS successfully. If users need additional assistance or need to report a problem with PATS, they should contact the State of Utah's Helpdesk. Instructions for contacting the Helpdesk are outlined below, but first here are some important things to remember:

- There are Tips and Tricks located throughout this User Manual.
- Do Not use apostrophes (') or other special characters (!, @, &, etc.) when entering data into the PATS system. Use of these special characters can lead to corrupted data and inaccessible records.
- PATS is a web-based application and you will need to use the supported web browser to access it. Microsoft Internet Explorer is the only supported browser.
- When performing searches in PATS, the percent sign (%) can be used as a wild card. For example, if you want to search for all services beginning with the letter "a" you would enter **a%** in the search field. You can also use the percent sign alone to return all records.
- Due to ongoing enhancements, there may be slight differences between the actual screen layout and the screen layout depicted in this manual.

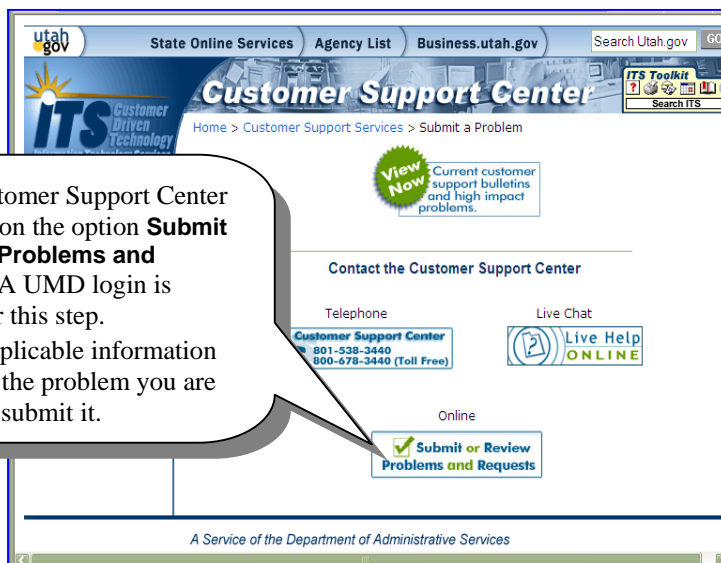
To contact the State of Utah's Helpdesk. You can:



Instead of submitting a problem online, you can call the Helpdesk at 538-3440 or toll-free 1-800-678-3440 and select option 5.

If you prefer, you can access the Helpdesk by entering the URL <http://its.utah.gov/reportaproblem/reportaproblem.htm>.

- On the Customer Support Center page, click on the option **Submit or Review Problems and Requests**. A UMD login is required for this step.
- Enter all applicable information concerning the problem you are having and submit it.



On the helpdesk page there is also the option to Chat Live online with someone from the Helpdesk.

Section 3: Area Plans and Power Users

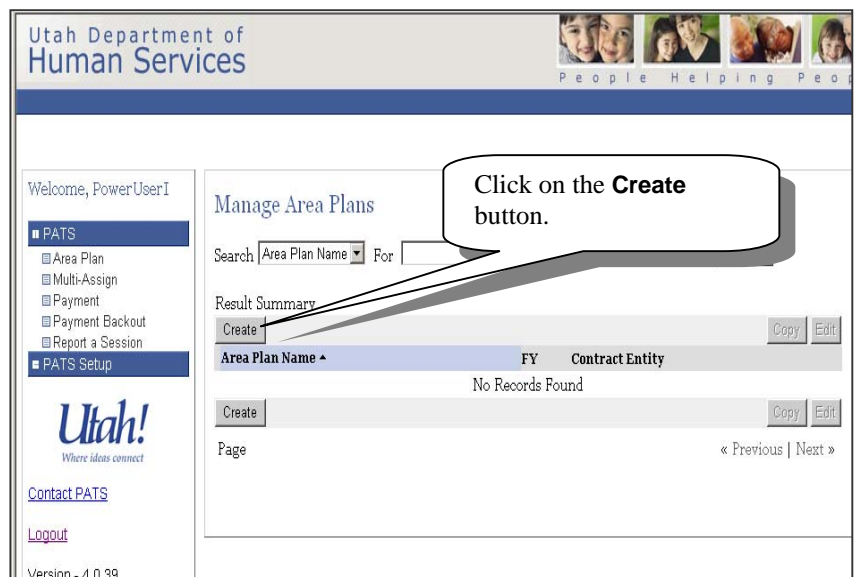
Please note: only Power Users may Create or edit Area Plans.

3.1 Power User Creates a New Area Plan

To create a new Area Plan, the Power User must:

Selecting an Area Plan, Service, etc. may be done by clicking on the underlined name or by clicking the radio button by the name of the Area Plan, Service, etc. and selecting an action button (edit, copy, etc.).

If you leave PATS inactive for 30 minutes or more, your session will expire and you will be taken back to the initial login page. Any item not saved will need to be entered again.



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PATS

- Area Plan
- Multi-Assign
- Payment
- Payment Backout
- Report a Session
- Edit a Session

PATS Setup

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Create Area Plan

* denotes a required field

Contract Entity:*

FY:*

Area Plan Descriptive Name:

Area Plan Risk Factors:*

Available Risk Factors

- RC Test 2
- RC Test 3
- Risk Code Test 1

Prioritized Risk Factors

Area Plan Protective Factors:

Available Protective Factors

- PF Test 1
- PF Test 2
- PF Test 3

Save Save and Stay Cancel

Callouts:

- Choose the year the Area Plan will be effective; it must be the current or next fiscal year.
- Enter a descriptive name or leave blank.
- Add one or more risk factors.
- Select any applicable Protective Factors.
- Select **Save** to save this plan and return to **Manage Area Plans**. Select **Save and Stay** to add services to the Area Plan, or select **Cancel** to not save and return to the **Manage Area Plans** Screen.

To select multiple risk or protective factors press “ctrl” button, choose the factors, and move them all at once.

To sort, click on the title of the subject you want sorted; i.e., Area Plan Name, FY, Contract Entity, Office, Service Name, etc.

To search, select the category using the drop down box to the right of the Search title and then enter the search criteria followed by % in the box labeled **For**, then click the Search button.

3.2 Power User Adds a New Service to an Area Plan

To add a New Service to an Area Plan, the Power User must:

- Sign in to PATS 4 online.
- Select **Area Plan** under PATS navigation menu.
- PATS 4 will display the Area Plans available to you.
- Choose the appropriate Area Plan to add the Service by clicking on the Area Plan Name.

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Edit Area Plan

* denotes a required field

Contract
Entity:* Bear River
FY:* 2005

Area Plan
Descriptive Name: Test LSAA 2005

Area Plan Risk Factors:

Available Risk Factors
RC Test 3

Prioritized Risk Factors
RC Test 2
Risk Code Test 1

Area Plan Protective Factors:

Available Protective Factors
PF Test 3

Prioritized Protective Factors
PF Test 2
PF Test 1

Save Cancel

Associated Services

Result Summary

Create

Service Name	Qualifier
Laber Gabor	22
Steno Des...	
Steno Des...	

Create Edit

Page 1


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PATS 4 will display **Edit Area Plan**. At the bottom of the page, click **Create** under Associated Services.

■ PATS

☐ Area Plan
 ☐ Multi-Assign
 ☐ Payment
 ☐ Payment Backout
 ☐ Report a Session
 ☐ Edit a Session

■ PATS Setup



Create Service

*** denotes a required field**

Contract Entity: Bear River
 FY: 2005
 Area Plan:* Test LSAA 2005

Client: Mommas Boy

Service Classification	Truck
Rigor	Not Science Based (1 or 2)
Tier	
Session Type	MULTI
Data Collection Rule	CLIENT
Overridden	
Override	

Qualifier: multi demo
 Description:

IOM:*
☐ Universal
☐ Selective
☒ Indicated

Risk Factors:*

Available Risk Factors

RC Test 2

RC Test 3

>

<

Risk Code Test 1

Protective Factors:*

Available Protective Factors

PF Test 1

PF Test 2

>

<

Protective Factors Addressed

PF Test 3

On **Create Service**, choose the Service Name. PATS 4 will auto fill the Classification, Rigor, Tier, Session Type, and Data Collection Rule.

You may choose to override either the Session Type or Attendance Rule by selecting the **Override** button and entering the appropriate information.

Select the IOM Class and any Risk and Protective Factors Addressed. There must be at least one Risk Factor **or** one Protective Factor Addressed.

If you try to save without entering all of the required information, you will receive an error message and the information you entered will be erased.

Session Type can be either single or multi.

Attendance Rule can be either Client or Demographic. If Client is selected, you will need to complete a client roster for the session(s). If Demographics is selected, you will need to complete client demographic information for each session.

You may enter the Qualifier and Description or leave them blank.

CSAP Strategy:

Available CSAP Strategy

CSAP Strategy 1

CSAP Strategy 2

>

<

Selected CSAP Strategy

CSAP Strategy 3

Select the CSAP Strategy(ies) and CSAP Core Measure(s).

CSAP Core Measures:

Available CSAP Core Measures

Self Esteem

Attitudes Towards Use

Perceived Harm/Risk

Intentions/Expectations

Life Skills

Parent-School Involvement

School Safety/Dangerousness

School Grades and Records

School Bonding/Commitment

Education Expectations and Aspiration

Family Cohesion

Parent/Child Bonding

Family ATOD Use/History of Use

Parenting Practices

Family Composition

>

<

Selected CSAP Core Measures

Normative Beliefs

Leadership/Mentoring

Family Conflict

Target Population:

young fathers

Enter the Target Population and choose the Service Domain(s).

Domain:*

☐ Community
 ☐ Family
 ☐ School
 ☒ Indiv/Peer

Estimated Number to be Served:*

50

Enter the Estimated Number to be Served, Program Cost, and Funding. **Remember:** Do not use special characters, including (\$) or (.).

Program Cost:*

250

Funding:*

☐ Test Funding 1
 ☐ Test Funding 2
 ☒ Test Funding 3

Delivery Quarter:*

☐ Quarter 1
 ☐ Quarter 2
 ☐ Quarter 3
 ☒ Quarter 4

Select the Delivery Quarter(s).

Save

Save and Stay

Cancel

Select **Save** to save this plan. Select **Save and Stay** to continue building the Area Plan, or select **Cancel** to not save and end the session.

There may be one or several Service Domains.

There may be one or several service funding sources.

3.3 Power User Modifies an Area Plan

To modify an Area Plan the Power User must:

- Sign in to PATS 4, and choose **Area Plan** under the PATS navigation menu.
- PATS 4 displays the Area Plans available for modification.
- Select the Area Plan to modify.
- PATS 4 then displays *Edit Area Plan*.

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Edit Area Plan

* denotes a required field

Contract: Bear River

Entity*: Bear River

FY*: 2005

Area Plan Descriptive Name: Test LSAA 2005

Area Plan Risk Factors: RC Test 3

Available Risk Factors: RC Test 2, Risk Code Test 1

Prioritized Risk Factors: RC Test 2, Risk Code Test 1

Area Plan Protective Factors: PF Test 3

Available Protective Factors: PF Test 2, PF Test 1

Prioritized Protective Factors: PF Test 2, PF Test 1

Save Cancel

Associated Services

Result Summary

Create

Service Name
Laber Gator
Stress Desc 1
Stress Desc 2

Create

Page 1

Select the Risk and/or Protective Factors to modify and make the appropriate changes.

If you select **Save** the modifications are saved to the database and you are returned to **Manage Area Plans** where PATS 4 displays the message that the Service was successfully saved. If you select **Cancel**, no changes are saved and you are returned to **Manage Area Plans** page.

DSAMH must approve all changes to an Area Plan prior to change.

You cannot override the Session Type or Attendance Rule if an office has been assigned a service.

This service will no longer be shown for Users, but will show for Power Users as complete. Users will no longer be able to report on these services or create cycles/sessions on complete services.

3.4 Power User Modifies a Service in an Area Plan

To Modify a Service in an Area Plan, the Power User must:

- Sign in to PATS 4 and select **Area Plan** under the PATS navigation menu.
- The Area Plans available for modification are displayed.
- Select the appropriate Area Plan and PATS 4 displays **Edit Area Plan**.
- Select the Service to modify under the Associated Services heading.
- PATS 4 then displays **Edit Service** for the selected service.
- You may choose to override the Service Type and/or Attendance Rule; you may also change the Qualifier, Description, IOM, Risk Factors, Protective Factors, CSAP Core Measures, Target Population, Domain, Estimated Number to be Served; Cost, Funding, and/or Delivery Quarter.

If you select **Save** the changes are saved to the database and PATS 4 confirms the Modified Area Plan has been saved and returns you to **Edit Area Plan**. If you select **Cancel**, the changes are not saved and PATS 4 displays **Edit Service** without the modifications.

3.5 Power User Method of Marking an Assigned Service as Complete

To Mark an Assigned Service as Complete, the Power User must:

- Select **Area Plan** from the PATS navigation menu.
- Select the appropriate Area Plan from the **Manage Area Plans** screen.
- In the **Edit Area Plan** screen, select the Service Name from the list of Associated Services;
- In the **Edit Service** screen, select the Office from the list of Assigned Services;
- In the **Edit Assigned Service** screen, place a checkmark in the **Complete** box.

3.6 Power User Creates an Office

To Create an Office, the Power User must sign in to PATS 4 and select **Office** under the PATS navigation heading.

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- Age Range
- Contract Entity
- CSAP Core Measure
- CSAP Strategy
- Ethnicity
- FY
- Funding Source
- Office
- Protective Factor
- Race
- Risk Factor
- Role
- Service Classification
- Service Description
- User

Manage Offices

Search Office Name For

Result Summary

Create Edit Activate / Deactivate

Office Name	Office Type	Contract Entity	Status
Janis Test	Satellite Office	Bear River	Active
Salt Lake Test 1	Main Office	Salt Lake	Active
Wellness Center	Main Office	Salt Lake Community College	Active
Weber Test	Satellite Office	Weber	Active

Create Edit Activate / Deactivate

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Although it is best to enter all applicable information, the Office zip code is the only address-related entry that is required. If you do not enter a zip code, you will get an error message.

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- Age Range
- Contract Entity
- CSAP Core Measure
- CSAP Strategy
- Ethnicity
- FY
- Funding Source
- Office
- Protective Factor
- Race
- Risk Factor
- Role
- Service Classification
- Service Description
- User

Create Office

* denotes a required field

Contract Entity:* Bear River

Name:* Test satellite office

Type:* ☐ Main Office ☒ Satellite Office ☐ Subcontractor

Address: 400 S. 400 W.

City: Logan

Zip code:* 84321 [Lookup Zip code](#)

County:* BOX ELDER

Phone: ☐ 801 222-5555 (ex. 123-4567) ☐ 435

Tax ID Number:

Save Cancel

- Select the Contract Entity to assign the Office.
- Fill in the Name of the Office and Select the Type of Office.

Complete the Address and City. Select the County and enter the Phone Number.

You may complete the Tax ID Number or leave it blank.

If you select **Save** the information is saved, and PATS 4 will display the message that the “Office” was successfully saved. If you select **Cancel**, the Office will not be saved and you will be returned to **Manage Offices**.

- After you have completed this, submit a ticket to the helpdesk with Office name and all users assigned to this office.

3.7 Power User Changes the Satellite or Subcontractor to Main Contract Entity

To change the Satellite or Subcontractor to the Main Contract Entity the Power User must:

- Select **Office** under the PATS Set-up menu.
- On **Manage Offices**, choose the office to modify by clicking on the office name or by selecting the office's radio button and clicking on **Edit**.

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- PATS
- PATS Setup
 - Age Range
 - Contract Entity
 - CSAP Core Measure
 - CSAP Strategy
 - Ethnicity
 - FY
 - Funding Source
 - Office
 - Protective Factor
 - Race
 - Risk Factor
 - Role
 - Service Classification
 - Service Description
 - User

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Edit Office

* denotes a required field

Contract Entity:* Bear River

Name:* Test satellite office

Type:* ☐ Main Office ☒ Satellite Office ☐ Subcontractor

Address: 400 S. 400 W.

City: Logan

Zip code:* 84321 [Lookup Zip code](#)

County:* BOX ELDER

Phone: ☐ 801 333-8888 (ex. 123-4567) ☒ 435

Tax ID Number:

Select **Save** to have the updated information saved to the database and return to **Manage Offices**. Select **Cancel**, the information will not be saved and the session ends.

- The Power User must then submit a ticket to the Helpdesk with the new office name and the users who need to be associated with that office.

3.8 Assigning Offices to Services/Multi Assigned

To Multi-Assign an Office, a Power User must:

- Select Multi Assign under the PATS heading

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Select Area Plan and Office for multiple assignment

Area Plan:* Salt Lake 2006

Office:* Salt Lake Test 1

Next Cancel

Select the Area Plan and Office to Multi-Assign and click Next

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Select Services for multiple assignment

Contract Entity: Salt Lake

FY: 2006

Area Plan: Salt Lake 2006

Office: Salt Lake Test 1

☐ Service Name *

<input checked="" type="checkbox"/> 052505	051205
<input type="checkbox"/> Johnny	
<input type="checkbox"/> Mommas Boy	SQ1
<input type="checkbox"/> Paula Multi Test1	Service Qualifier1
<input checked="" type="checkbox"/> Srvc Desc 2	052305
<input type="checkbox"/> test052505	

Back Finish

Select the Service(s) that the Office should be assigned and click Finish

Section 4: Users, Power Users, and Services

4.1 User Reports an Informational Service

To Report an Informational Service, the User must:

- Sign on to PATS 4 online and select **Report a Session** under the PATS navigation menu.
- Select **Create New Cycle**.

If you complete the location and/or zip code, this information will be carried over to all Sessions in the Cycle.

Create Cycle

* denotes a required field

Start Date (mm/dd/yyyy):* 01/01/2005

Expected Sessions:* 1

Cycle Qualifier:

Location: 400 s. 400 w.

Zip Code: 84101 [Lookup Zip Code](#)

Assigned Service

Result Summary

Service Name	Service Qualifier	Contract Entity	Office	Assigned Qualifier	FY	Area Plan
<input type="radio"/> 052505	test 061605	Salt Lake	Test Office 1		2005	Salt Lake 2005
<input type="radio"/> Family Guy		Salt Lake	Salt Lake Test 1		2005	Salt Lake 2005
<input type="radio"/> Family Guy		Salt Lake	Test Office2		2005	Salt Lake 2005
<input type="radio"/> Family Guy		Salt Lake	Salt Lake Office 3		2005	Salt Lake 2005
<input type="radio"/> Family Guy		Salt Lake	Salt Lake Office 3		2005	Salt Lake 2005
<input type="radio"/> Family Guy		Salt Lake	Test Office 1		2005	Salt Lake 2005
<input type="radio"/> Family Guy		Salt Lake	Salt Lake Office 4		2005	Salt Lake 2005
<input type="radio"/> Family Guy		Salt Lake	Salt Lake Office 5		2005	Salt Lake 2005
<input type="radio"/> Family Guy		Salt Lake	Salt Lake Office 5 2nd one		2005	Salt Lake 2005
<input type="radio"/> Family Guy	Second One	Salt Lake			2005	Salt Lake 2005
<input type="radio"/> Family Guy	Second One	Salt Lake			2005	Salt Lake 2005
<input type="radio"/> Family Guy	Second One	Salt Lake			2005	Salt Lake 2005
<input type="radio"/> Family Guy	Second One	Salt Lake			2005	Salt Lake 2005
<input type="radio"/> Family Guy	Second One	Salt Lake			2005	Salt Lake 2005
<input type="radio"/> Family Guy	Second One	Salt Lake			2005	Salt Lake 2005
<input type="radio"/> Informational		Salt Lake			2005	Salt Lake 2005
<input checked="" type="radio"/> Informational		Salt Lake			2005	Salt Lake 2005
<input type="radio"/> Informational		Salt Lake			2005	Salt Lake 2005
<input type="radio"/> Informational		Salt Lake			2005	Salt Lake 2005
<input type="radio"/> Mommas Boy	xxxxx	Salt Lake	Salt Lake Test 1	yyyyy	2005	Salt Lake 2005
<input type="radio"/> Mommas Boy	xxxxx	Salt Lake	Salt Lake Office 4		2005	Salt Lake 2005
<input type="radio"/> Mommas Boy	051205	Salt Lake	Salt Lake Office 3		2005	Salt Lake 2005
<input type="radio"/> Mommas Boy	xxxxx	Salt Lake	Salt Lake Office 3		2005	Salt Lake 2005

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"Cycle for service: Informational" was successfully saved.

Create Session

* denotes a required field

Contract Entity:* Salt Lake

FY:* 2005

Area Plan:* Salt Lake 2005

Service Name:* Informational -

Assigned Qualifier:

Office:* Test Office 1

Cycle Qualifier*:

Session Date:* 01/01/2005

Session Qualifier:

Session Location:* 400 s. 400 w.

Comment:

Save Save and Stay Cancel

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Select **Save** and you will be taken to **Edit a Session**. Select **Save and Stay** to save the information and remain on **Create Session**. Select **Cancel** and the information will not be saved.

4.2 User Reports a Single Session Service or the First Session of a Multiple Session Service

To report a single session service or the first session of a multiple session service, a User must:

- Select **Report a Session** under the PATS navigation Menu.
- Select **Create New Cycle** on **Report a Session**.
- On **Create Cycle**, complete the Start Date and number of Expected Sessions.
- If Location and Zip Code are completed this information will be carried over to subsequent screens.
- Select the appropriate service and then select **Continue**.
- On **Create Session**, complete all required fields and any applicable non-required fields.
- Information on participants is entered one of two ways depending on the Attendance Rule option (Demographic or Client) chosen when the service was created. If the Attendance Rule is Demographic, follow the steps outlined in section 4.3. If the Attendance Rule is Client, follow the steps outlined in section 4.4.

Note: All demographic category sums must be equal. For example, if you enter five males and five females in the gender category, the other category sums must also equal ten. If sums do not match, you will receive an error message and you will need to re-enter the demographic information.

4.3 User Reports a Session Collecting Demographics

To Report a Session Collecting Demographics the User must:

- On **Create Session**, enter the Demographic Information including Age, Gender, Race, and Ethnicity. If the Demographic Information is Estimated, check the box and enter the text description for How Estimated (census, enrollment numbers, etc).
- If you select **Save**, the information is saved to the database and you are taken to **Edit a Service**. If you select **Save and Stay**, and you stay on the same screen. If you select **Cancel**, the information is not saved and the session ends.

4.4 User Reports a Session Collecting Client Information

To Report a Session Collecting Client Information the User must complete a client roster:

- Once all required fields are completed in the **Create Session** screen, select **Save** to save the record to the database

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PATS
☐ Report a Session
☐ Edit a Session
☒ PATS Setup

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"Session" was successfully saved.

Client Attendance

AreaPlan: Salt Lake 2005
 Assignment Qualifier: yyyy
 Session Date: 07/15/20

<input type="checkbox"/> Last Name	First Name	Client ID	Gender	Birthdate	Age	Race	Ethnicity
<input type="checkbox"/> Brown			F		14	AB	NH
<input type="checkbox"/> Green			F		12	W	HL
<input type="checkbox"/> Jones			M		13	W	HL
<input type="checkbox"/> Red			M		13	W	NH
<input type="checkbox"/> Smith			M		12	W	NH

PATS will open the **Client Attendance** screen. Select **Add New Client**.

- **Create Client Record** will open.

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Create Client Record

* denotes a required field

Contract Entity: Salt Lake FY: 2005
Area Plan: Salt Lake 2005 Service: Mommas Boy(xxxxx)
Assignment Qualifier: yyyyy Office: Salt Lake Test 1

Client ID#:* Client ID# or Last Name is required.

Last Name:*

First Name:

Birth Last Name:

Middle Initial:

Driver's License:

SSN:

Birthday or Age:*

Race:*

Ethnicity:*

Gender:* ☒ Male ☐ Female

Enter all required information.

Select **Save** to save the client record and return to the **Client Attendance** screen. Select **Save and Add Another** to save the client record and return to **Create Client Record** so you can add additional clients to the roster. Select **Cancel** to return to **Client Attendance** without saving.

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"Whipple" was successfully saved.

Client Attendance

Area Plan: Salt Lake
Assignment Qualifier: yyyyy
Session Date: 07/15/2005

Add New Client

Last Name	First Name	Middle Initial	Birth Date	Ethnicity	Attendance
<input checked="" type="checkbox"/> Brown			12	NH	<input type="checkbox"/>
<input checked="" type="checkbox"/> Green			12	HL	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jones			13	HL	<input type="checkbox"/>
<input type="checkbox"/> Red			13	NH	<input type="checkbox"/>
<input type="checkbox"/> Smith			12	NH	<input type="checkbox"/>
<input checked="" type="checkbox"/> Whipple	George		15	NH	<input type="checkbox"/>

Add New Client

When the session is complete, check the box next to each client who attended and select **Save Attendance**.

- PATS will save the client roster, calculate the demographics and take you back to **Edit Session**.

4.5 User Adds a Session to a Cycle

To add a Session to a Cycle, the User must:

- Select **Report a Session** under the PATS navigation menu.
- In **Report a Session**, select the cycle you want to use by clicking on the Service Name or by clicking on the radio button next to the Service Name. Cycles are listed by Service Name, Service Qualifier, Start Date, etc.
- Complete all required fields in **Create Session**.
- Select **Save** to save the information and return to **Edit a Service**. Select **Save and Stay**, to save the record and stay in **Create Session**. Select **Cancel**, if you do not wish to save the record. You will be returned to **Report a Session**.

4.6 User Marks a Session as the Last

There are two ways to designate the last session in a cycle. The user can do this when reporting/creating a session, or by editing a session.

To do it when reporting/creating a session:

- Select **Report a Session** under the PATS navigation menu.
- In **Report a Session**, select the appropriate cycle by clicking on the Service Name or by clicking on the radio button next to the Service Name. Cycles are listed by Service Name, Service Qualifier, Start Date, etc.
- Complete all required fields in **Create Session**;
- Click on the box next to Last Session.
- Select **Save** to save the information and return to **Edit a Service**. Select **Save and Stay**, to save the record and stay in **Create Session**. Select **Cancel**, if you do not wish to save the record. You will be returned to **Report a Session**.

To do it by editing a session:

- Select **Edit a Session** under the PATS navigation menu.
- In **Edit a Session**, select the appropriate session by clicking on the Service Name or by clicking on the radio button next to Service Name. Sessions are listed by Service Name, Service Qualifier, Start Date, etc.
- In **Edit Session**, click on the box next to Last Session.
- Select **Save** to save the information and return to **Edit a Service**. Select **Save and Stay**, to save the record and stay in **Create Session**. Select **Cancel**, if you do not wish to save the record.

***Note:** After the Last Session box is marked, the completed cycles will not show up in the "Select Cycle for Session" list unless you manually select the option for Include Completed Cycles.*

Key Terms

Area Plan: A plan reflecting the prevention goals and efforts within a Local Authority Area. The Area Plan is submitted annually and coincides with the State Fiscal Year July 1 through June 30.

Assigned Qualifier: A descriptor that allows a contract entity to distinguish between services that have the same name, but have different risk factors or data collection requirements.

Contract Entity: The Local Authority or Higher Education Entity that contracts with the Division of Substance Abuse and Mental Health (DSAMH).

CSAP Core Measures: A federal initiative developed to increase ability to evaluate data across cross-site studies. CSAP has identified 33 core measures used as part of evaluation efforts.

CSAP Strategies: CSAP has identified six areas that form a comprehensive prevention program:

1. Dissemination of Information.
2. Prevention Education.
3. Alternative Activities.
4. Community-Based Processes.
5. Environmental Approaches.
6. Problem Identification and Referral.

Cycle: A group of sessions, or iteration of a class. For example, a group of eight sessions that makes up a given class.

Data Collection Rule: Service reporting requirements: demographics, client roster, or informational only.

Delivery Quarter: The quarter of the State Fiscal Year in which the service occurs or is projected to occur.

- 1st quarter: July – September
- 2nd quarter: October – December
- 3rd quarter: January – March
- 4th quarter: April – June

Descriptive Name: Provided by the Local Authority, a way to elaborate on and customize a service name. Service names are standardized by DSAMH.

Domain: There are 4 domains used to help define prevention and evaluation efforts:

1) Individual/Peer Domain: Interventions in the Individual Domain are designed to change knowledge about and attitudes toward substance abuse with the ultimate goal of influencing behavior. These interventions target factors such as: lack of knowledge about the negative consequences associated with using illegal substances, attitudes favorable toward use, early onset of use, biological or psychological dispositions, antisocial behavior, and sensation seeking.

2) Family Domain: Interventions in the family domain focus on issues such as parental and sibling drug use or approval of use, inconsistent or poor family management practices including: lack of supervision, lack of parental involvement in children's lives, family conflict, sexual or physical abuse, economic instability, and lack of attachment to parents, often called low family bonding. For immigrant families, problems adapting to the mainstream culture can also be a serious risk factor.

3) School Domain: Interventions in the school domain target the following areas: lack of commitment to education, poor grades or school failure, lack of attachment to school, negative school climate, and lenient school policies with regard to the use of some substances (e.g. tobacco).

4) Community Domain: Interventions in the community domain are aimed at: lack of bonding or attachment to social and community institutions, lack of community awareness or acknowledgment of substance use problems, community norms favorable to use and tolerant of abuse, insufficient community resources to support prevention efforts, and inability to address the problem of substance abuse.

Funding: Source of money for Prevention Services. Typically, the Federal Block Grant, Safe and Drug Free Schools, local funds, or a grant such as SICA.

FY: Fiscal Year. The State Fiscal Year is July 1 through June 30.

IOM: The Institute Of Medicine developed definitions of populations served by prevention services:

Indicated: target population has exhibited the problem behavior but has not developed a DSM diagnosis.

Selective: target population is identified by increased level of risk factors.

Universal: target population is general.

Office: A location hub for prevention services. Often, office is defined by the county or school district. Many Local Authorities have several “offices.”

PATS: Prevention Administration Tracking System.

Protective Factors: DSAMH uses the Hawkins/Catalano model of Risk and Protective Factors. Protective Factors help buffer an individual from the adverse effects of Risk Factors.

Rigor: A typology created by the Center for Substance Abuse Prevention (CSAP) to explain how researchers organize prevention programs into a hierarchy or classification scheme. The lower levels, *Types 1 and 2*, are not considered scientifically defensible but may show some empirical promise, i.e. “**Promising Practices.**” The higher levels, *Types 3, 4, and 5*, are considered scientifically defensible and demonstrate a more sophisticated level of scientific rigor i.e. “**Best Practices.**”

Risk Factors: DSAMH uses the Hawkins/Catalano model of Risk and Protective Factors. Risk factors increase the likelihood that a problem behavior will occur.

Service: Work done by prevention professionals that reflects goals in the Area Plan. Local Authorities may call the service whatever they would like.

Service Classification: The category of service, i.e. class, social norming, one-time-event, etc.

Service Qualifier: A descriptor that allows a contract entity to distinguish between similar services. For example: Project Alert with Demos, Project Alert with Clients

Session: Instigation of a prevention service. A class.

Session Type: Single Session, Multiple Session, or Informational Only.

Target Population: The group of people to be served by prevention programs. Population can be defined several ways, including the use of academic grade, specific need i.e. young mothers, geographic areas, population statistics or other demographics.

Tier: Levels of effectiveness in Higher Education programming.

Hints and Tips

Double check your demographic counts to be sure that the numbers add up correctly before you click Save. If you incorrectly enter the demographic counts and select Save you will receive an error message and all of the numbers you previously entered will be removed. You will have to re-enter all of the demographic counts.

Selecting an Area Plan, Service, etc may be done by clicking on the underlined name or by clicking the radio button by the name of the Area Plan, Service, etc. and select an action button (edit, create, etc.).

Sorting. you may sort by clicking on the title of the subject you want sorted; i.e. Area Plan Name, FY, Contract Entity, Office, Service Name, etc.

To Search, select the category using the drop down box to the right of the Search title and then enter the search criteria followed by % in the box labeled *For*, then click the Search button.

Use Internet Explorer Version 5.0 plus Service Pack 2 or higher to access PATS 4. Other browsers have been tested and are not compatible with PATS 4.

If you leave PATS inactive for 30 minutes or more, your session will expire and you will be taken back to the initial log in page. Any information inserted after the last save will no longer be available.

Changes to the Service Description items must be made before an Office is Assigned to the Service.

	<p>To avoid errors, do not use apostrophes in any entry in the PATS 4 system. Do not use periods, commas, decimal points, or apostrophes in PATS 4.</p>
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Appendix A

The attached spreadsheet is for completion if you decide not to use the electronic version of PATS 4. Instructions for use are on page 1.

PREVENTION SERVICES FOR XYZ JULY 2005

AREA SERVICE PLAN														
*SERVICE														
Total Number of Sessions														
Total Number of Session Hours														
DEMOGRAPHICS														
GENDER														
Males														
Females														
AGE GROUP														
Under 4														
5-11														
12-14														
15-17														
18-20														
21-24														
25-44														
45-64														
Over 64														
RACE														
White														
Black/African Am.														
Am. Indian/Alaskan														
Asian														
Hawaiian/Pacific Is.														
Multi-Racial														
ETHNICITY														
Non-Hispanic														
Hispanic/Latino														
UNITS BILLED														
TOTAL UNITS														
* Service descriptions must be on the approved list - refer to sheet2, PATS system, or DSAMH web site														
DSAMH Prevention Reporting Sheet - revision 1.0 - 9/14/05														

Appendix B

The attached is a list of Service Descriptions currently used in the PATS 4 system that must be used for reporting.

Service Name
Across Ages Mentoring
Aging Conference One-Time Event
Alcohol and Drug Intervention (ADI) Class
Alcohol Compliance Checks Retailer Compliance Checks
All Stars Class
Alternative Activities One-Time Event
Anger Management Class
ATOD Education Class
BASICS Counseling
BASICS - training Training - Single Session
Big Brothers Big Sisters Mentoring
Boys and Girls Club Drop-In Program
Challenging College Alcohol Abuse Social Norms Marketing
Choices Class
Choices - Classroom Class
Choices - Individual Counseling
Choices Training - Multiple Training - Multiple Session
Choices Training - Single Training - Single Session
CMCA- Community Events/Presentations One-Time Event
CMCA- Compliance Checks Retailer Compliance Checks
Communities That Care One-Time Event
Community Coalition Community Coalition
Community Event/Presentation One-Time Event
Counter Advertising Media Camp/PSA/Press Releases
Crisis Intervention Team Community Coalition
DARE Class
Developing Responsible Children Class
Divorce Class Class
Drama Performances One-Time Event
Drug and Alcohol Designated Employee Training Training - Multiple Session
Drug Offenders Classroom Class
Excel Class
Families Plus Class
Family Class Class
Free the Horses Class
Functional Family Therapy Counseling
General Media Activities Media Camp/PSA/Press Releases
Get Real About Violence Class
Governing Youth Council Youth Coalitions
Guiding Good Choices Class
Individualized Counseling Counseling
Juvenile Justice Presentations One-Time Event
Kid Power Class
Late Night Activities One-Time Event
Life Skills - Botvin Class
Love and Logic Class
Marketing/Media Campaign Media Camp/PSA/Press Releases
Mentoring Mentoring
Middle Earth One-Time Event
Middle Earth Peer Training Training - Multiple Session

Service Name
NICASA Class
Parent/Teen Alternative Class
Parenting Class Class
Parenting Wisely Class
Parents Who Care Class
Peer Leadership Youth Coalitions
Personal Power Class
Policy Awareness One-Time Event
Policy Change - ATOD Environmental Strategy
Policy Change - other Environmental Strategy
Positive Action Class
Prenatal Class Class
Prevention Dimensions Training - Single Session In
Prevention Dimensions Training Training - Single Session
Prevention Scholarships One-Time Event In
Prevnetion Dimensions Class Class
Prime For Life 21 Class
Prime For Life under 21 Class
Project Northland Class
Project Success Class
Reconnecting Youth Class
Red Ribbon Campaign Media Camp/PSA/Press Releases
Respect Class
Retailer Trainings Training - Single Session
School Events/Presentation One-Time Event
Screening One-Time Event
Sixth Sense Class
SMART kids Class
Smart Leaders Class
Smart Parents Class
Social/Life Skills Class
Social/Life Skills- Botvins Class
Social Norms Marketing Social Norms Marketing
Start SMART Class
Stay Smart Class
Strengthening Families Class
Student Assistance Program Class
SYNAR Retailer Compliance Checks
Teen Alcohol and Drug School Class
Tobacco Cessation Class
Together With Youth Class
Tutoring Class
University Prevention Class Class
Young Mothers Class
Youth and Families with Promise Class
Youth Coalitions Youth Coalitions